

CONGRESSMAN ROBIN HAYES

130 Cannon House Office Building
Washington, D.C. 20515
Phone: 202-225-3715 Fax: 202-225-4036

CONGRESSIONAL TOUR FORM FOR INDIVIDUALS OR SMALL GROUPS:

Name: _____ Today's Date: _____

Address: _____ City: _____ Zip Code: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Local Phone When Visiting: _____ Dates of Visitation: _____

Number of People: _____

Please indicate which Congressional Tour(s) you would like by filling out the information below. Unfortunately, **NOT all tours will be available** on the dates requested. We are not able to book more than one tour per time slot, therefore, only request tours of great interest. Please mail or fax forms to my office (address and fax number are listed above). The more popular tours book 3 to 4 months in advance.

9 White House - Tickets are available Tuesday - Saturday mornings. You will either be **assigned** to an 8:15, 8:30 or 8:45 a.m. tour. (6 people or less)

Number in group _____ Day and Date Requesting _____

9 Federal Bureau of Investigation - Tickets are available Monday - Friday from 8:45 a.m. until 4:00 p.m. (6 people or less)

Number in group _____ Day, Date, and Time Requesting _____

9 Bureau of Engraving and Printing - Tickets are available Monday - Friday at 8:15 and 8:45 a.m. From June - August, Monday - Friday, an additional 4:00 p.m. tour is added. (10 people or less)

Number in group _____ Day, Date, and Time Requesting _____

9 Kennedy Center - Tickets are available Monday - Saturday at 9:30 a.m. and Monday - Friday at 4:45 p.m. (10 people or less)

Number in group _____ Day, Date, and Time Requesting _____

9 National Cathedral - Tickets are available Monday and Wednesday at 9:15 a.m. (15 people or less)

Number in group _____ Day and Date Requesting _____

9Capitol - A personal tour is given by a member of my staff on Monday and Friday at 2:00 p.m. (15 people or less)

Number in group_____ Day and Date Requesting_____

9Mount Vernon - Tickets are available Monday - Sunday, **April 1 - October 31** at 8:45 a.m.

Number in group_____ Day and Date Requesting_____

9Library of Congress - Tickets are available Monday, Tuesday, Thursday and Friday at 8:30 a.m. From **April 7 - September 29** and an additional tour is offered on Wednesday at 2:00 p.m. (10 people or less)

Number in group_____ Day and Date Requesting_____

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9White House - Tickets are available Tuesday through Saturday at 8:00 a.m. and 9:45 a.m. (10 people minimum, 50 people maximum) Please contact my office to request a form for this tour.

9Bureau of Engraving and Printing - The Bureau will be close to groups until September.

9National Cathedral - Tickets are available Monday - Saturday from 10:00 a.m. until 3:15 p.m. Tickets for the Sunday tour are from 12:30 p.m. until 2:45 p.m. Please be sure to include a list of all group member's names. (15 people minimum)
Number in group _____ Day, Date, and Time Requesting _____

9Capitol - Tickets are available Monday - Saturday from about 9:30 a.m. until about 5:00 p.m. depending on the amount of requests. (15 people minimum)
Number in group _____ Day, Date, and Time Requesting _____

9Mount Vernon - Tickets are available Monday - Sunday, **April 1 - October 31** at 8:45 a.m. (Unlimited)
Number in group _____ Day and Date Requesting _____

9Library of Congress - Tickets are available for tours Monday - Friday during the hours that the public tours are NOT given. Public tours are offered at 11:30 a.m., 1:00 p.m., 2:30 p.m., and 4:00 p.m. (10 people minimum)
Number in group _____ Day, Date, and Time Requesting _____

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9THE WHITE HOUSE Congressional Tours may be booked through my office at least eight to ten weeks in advance and tickets **are not guaranteed** due to their popularity. Groups larger than six are asked to participate in the Public Self-Guided Tours. Congressional Tours are scheduled Tuesday through Saturday at 8:15 a.m., 8:30 a.m., and 8:45 a.m. The tours normally last 25 to 30 minutes from the time you enter the House.

Congressional Group Tours are conducted Tuesday through Saturday at 8:00 a.m. and 9:45 a.m. for groups of 10 to 50 people. Groups line up at the Visitor Entrance on East Executive Avenue. Tickets are not used; the group name is included on a list for that day and time, and a letter of confirmation from the Visitors Office must be presented by the group leader (photocopy or fax OK). If members of the group arrive separately, they should meet at the Liberty Bell replica and are admitted when the group is complete. Group tours are scheduled no sooner than three to four weeks prior to the earliest requested tour date.

The public tours (self-guided) are given Tuesday through Saturday from 10:00 a.m. to 12:00 noon. Self-guided tours allow you to move from room to room at your own pace with a tour officer in each room to answer any questions. Timed tickets are distributed on the morning of the tour beginning at **7:30 a.m.** at the White House Visitor Center, located at the southeast corner of 15th and E Streets. Look for the three American flags and blue awnings. One person may obtain up to **four** tickets. During the busy spring and summer months **arriving early is advisable**.

The White House is closed to ALL visitors on Sunday and Monday and could close at any time due to official events and holidays. **We are not notified of any delays or cancellations until the morning of the event.** The White House Visitors Office has a 24-hour recording at 202-456-7041 which provides updated information daily.

Public group tours are also offered to groups arriving by bus. Groups visiting during peak season (the third Tuesday in March until the Saturday before Labor Day) should use the ~~A~~bus zone@ (westbound curb lane of Constitution Avenue between 15th and 17th Streets); about one-third of each day's tickets are held for groups. Beginning at 7:30 a.m. National Park Service staff board the buses and give each person a timed ticket. It is **advisable that your group arrives at 6:45 a.m.** in order to be in the front of the line. The bus zone closes at 9:00 a.m., or earlier if all tickets are distributed. Empty buses are not permitted in the zone.

Prohibited on tours: animals, except guide dogs; backpacks (oversized); balloons; beverages; chewing gum; duffle bags and suitcases; electric stun guns; fireworks and firecrackers; food; guns and ammunition; knives with blades over 3 inches; mace; nunchaku; smoking.

Photography (still or video) is **not permitted inside** the White House. Cameras may be carried

inside, and may be used outside.

Tour parking **is not available** at the White House. Use of public transportation is strongly encouraged. The closest Metrorail stations are McPherson Square (blue and orange lines) and Metro Center (blue, orange, and red lines). Public telephones and restroom **are not available** at the White House; the nearest ones are on the Ellipse, at 15th and E Streets.

9FEDERAL BUREAU OF INVESTIGATION The FBI Tour is designed to inform visitors of the responsibilities, organizational structures, accomplishments, history, and law enforcement services of the Federal Bureau of Investigation. Parties up to six persons in size may reserve a Congressional tour through my office **three months in advance** of your visit. Congressional Tours are offered Monday through Friday from 8:45 a.m. - 4:00 p.m.

Larger groups, particularly school groups, should write the FBI Tour Office, Room M-956 J. Edgar Hoover F.B.I. Building, 935 Pennsylvania Avenue, N.W., Washington, D.C. 20535. The letter should be written on the school or organization's letterhead stationary. The letter should contain the name and address of the group, a telephone number, a designated contact person, the dates available, and the total number in the group including chaperons.

The public FBI tours are offered Monday through Friday from 8:45 a.m. - 4:15 p.m. and last approximately 1 hour and 15 minutes. The tour entrance is located on E Street between 9th and 10th Streets. Tours are not given on weekends or holidays.

9BUREAU OF ENGRAVING AND PRINTING Groups less than 10 may contact my office for a Congressional Tours of the Bureau of Engraving and Printing. Please be sure to include a list of names of everyone attending. The Congressional Tour is offered Monday through Friday at 8:15 a.m. and 8:45 a.m. During the months of June through August, a 4:00 p.m. tour is also offered.

Beginning March 1, 1999, tickets will be required for all public tours. The public tour is designed to accommodate individuals, families, and groups. The Bureau of Engraving and Printing public tours are given daily from 9:00 a.m. - 2:00 p.m. and last approximately 35 minutes. During the months of June through August an evening tour from 5:00 p.m. to 6:40 p.m. is added. The ticket booth is located on Raoul Wallenberg Place (formerly 15 Street). The tour entrance is located on 14th & C Streets, SW. This tour is not offered on weekends or holidays.

Due to space restrictions and construction, the Bureau is unable to fulfill reserved school group requests during the peak season months of March through September. School groups are welcome join the public tour Monday through Friday, from 9:00 a.m. to 2:00 p.m.

9KENNEDY CENTER Congressional tours of the Kennedy Center are for individuals and families less than 10 people. If you would like to request a tour, please contact my office. A 9:30 a.m. tour assembles at the entrance to the Hall of States, Monday through Saturday. A 4:45 p.m.

tour assembles at the Friends= Tour Desk on A level, Monday through Friday and ends at the Millennium Stage in time for the 6:00 p.m. free program. Additional tours are also added as needed from April through September starting at 9:45 in the entrance to the hall of States.

Regular public tours are conducted for individuals and groups Monday - Sunday, 10:00 a.m. - 1:00 p.m. Reservations can be made up to one year in advance by calling the Friends Tour Line (202-416-8341). Visitors should arrive at the Tour Desk on Motor Lobby A, where tours leave approximately every 15 minutes and last about an hour.

9NATIONAL CATHEDRAL Congressional Tours for the National Cathedral may be made through my office for families and small groups of fifteen people maximum. The tour begins promptly at 9:15 a.m. on Monday and Wednesday mornings and lasts from 45 minutes to one hour. Participants are asked to arrive by 9:00 and meet on the Cathedral grounds at the northwest cloister doors, on North Road. To locate this entrance, face the front or west end of the Cathedral. Walk left, around the building until you see five steps and a pair of wooden doors. These are the northwest cloister doors into the Cathedral. Limited free parking is available on the Cathedral grounds.

We are also able to book Congressional tours for large groups during a regular week day. Daily guided tours for groups are offered 10:00 a.m. to 3:15 p.m., Monday through Saturday, and 12:30 p.m. to 2:45 p.m. on Sunday afternoons. Please be sure to include all names of group members.

9CAPITOL Congressional Tours of the Capitol are offered through my office for individuals and families with a maximum of 15 people. The tour lasts about one hour and will be conducted by one of my staff members. This tour will begin in my office (130 Cannon House Office Building). Tours are offered on Monday and Friday 2:00 p.m. and generally last for an hour.

However if the above does not fit your schedule, you may choose a guided public tour. They are conducted 9:00 a.m. and 3:45 p.m., Monday through Saturday. Tours assemble on East Drive, located on the East Front of the Capitol and will last approximately 35 minutes.

Groups consisting of 15 or more people are able to schedule tours up to six months in advance by calling my office. Reservations are filled on a first-come, first-serve basis. Tours are Monday - Saturday from 9:30 a.m. until about 5:00 p.m. depending on the amount of requests.

9MOUNT VERNON Mount Vernon offers tours of the plantation, Slave Life, and Washington's Gardens. Congressional Tours of George Washington's Mount Vernon begin April 1 and continue through October 31. Tours depart everyday from Mount Vernon's main entrance 8:45 a.m. Regular admission (\$8 adults, \$7.50 seniors, \$4 children age 6 - 11, children under 6 are free) applies. Tickets should be purchased prior to the 8:45 p.m. tour. Public tours are offered April through August from 8:00 a.m. - 5:00 p.m.; March, September, October from 9:00

a.m. - 5:00 p.m.; and November through February from 9:00 a.m. - 4:00 p.m.

9LIBRARY OF CONGRESS The Library of Congress offers Constituent tours on Monday, Tuesday, Thursday, and Friday starting at 8:30 a.m. on the Ground Level Entrance to the Library of Congress located on First Street. An additional tour is added on Wednesday at 2:00 p.m. from April 7th until September 29th. Congressional Tours offer a 12 minute introductory film and a tour of the Thomas Jefferson Building. These tours are conducted by a Library of Congress docent.

Public tours are also offered Monday through Saturday at either 11:30 a.m., 1:00 p.m., 2:30 p.m., or 4:00 p.m. Please note that reservations are not necessary.

Groups consisting of 10 or more may schedule a Congressional Tour through my office. Groups tickets are available Monday - Friday during the hours that the public tours are NOT given.